

Longparish Village Hall

Charity number 301877

Conditions of Hire

Please also see: Information for hall users, Fire instructions, Risk assessment, Fire risk assessment. They are all available on this page <http://www.longparish.org.uk/village-amenities/village-hall/documents.html>

Please read before completing booking form.

Committee means the Longparish Village Hall committee.

Applications for hire

1. Applications for hire of the premises must be made on the booking form.
2. The hirer must be aged over 21.
3. Applications should normally be made at least 4 weeks in advance. In general, applications will not be accepted for dates more than 12 months in advance.
4. An application for hire of the premises may be refused if:
 - (a) There is a prior booking for the same period as is requested by the applicant or another period which, in the opinion of the committee, would make the proposed hire impractical or inconvenient.
 - (b) There has been damage to the premises or property within the premises, or a breach of these conditions of hire, during previous use of the premises by the applicant or a person who is in the opinion of the committee closely connected with the applicant;
 - (c) The use of the premises would, in the opinion of the committee, be disruptive to the efficient operation of the village hall or against the interests of other users of the premises or otherwise inappropriate;
 - (d) For any other reason the committee deems it necessary or expedient to refuse the application.

Payment of charges, etc.

5. A deposit of at least half the hire charges must be paid at the time of making the application for hire. The balance must be paid at least two weeks before the date of hire.
6. If required by the committee, the hirer shall, at least two weeks before the date of the hire, pay a security deposit to be held by the committee against costs associated with the breach of any of these conditions.
7. The hirer is responsible for any damage or loss however caused to any part of the premises, the furnishings, fixtures, fittings and contents. The hirer agrees to reimburse all costs arising from such damage or loss.
8. If, in the opinion of the committee, at the end of the hire period, the hirer has breached any of these conditions, the committee may charge the hirer an additional fee and/or forfeit any deposit.

Cancellation

9. The hire of the premises, or any part of the premises, may be cancelled by the committee. The committee will give at least 4 weeks' notice to the hirer of any such cancellation, save in exceptional circumstances, when shorter notice may be given. If the hire is cancelled by the committee, the hirer will be entitled to either an alternative hire period of equivalent value (provided a mutually acceptable alternative time can be agreed) or the repayment of any hire charge and deposit already paid in respect of the cancelled hire, but not to any other compensation.
10. Hirers wishing to cancel a hire must give at least 4 weeks' notice to the committee. If shorter notice or no notice is given, the hirer may, at the discretion of the committee, forfeit any deposit already paid.

11. Regular weekly groups should provide a full terms dates when booking at the beginning of the term. Notice of cancellation of one of these dates must be given at least one full week before the event otherwise a refund may not be given.

Use of equipment

12. The servery and the equipment, utensils and cleaning materials in it may be used at no additional charge. Anything left in the kitchen, including fridge contents following a hiring is deemed to be for communal use or will be cleared out by the committee within one week.
13. Save for tables and chairs, none of the other equipment or apparatus belonging to the hall or users such as KidZone and the Parent and Toddler group may be used without the prior permission of the committee. If permission is given to use any such equipment, the hirer must ensure that the use of the equipment is adequately supervised at all times.
14. The Audio Visual system provides amplification in the hall and enables users to play music, show videos and give PowerPoint style presentations. It may be used at no additional charge provided the user has been trained by a member of the committee. It must not be used for discos.
15. Wi-Fi is available for users of the main hall and the meeting room. The hirer is responsible for the sensible and proper use of this equipment particularly when people under 18 years are using the hall.
16. The Wi-Fi "network key" can be obtained from the booking secretary at the time of booking.
17. The Longparish Community Association has provided a TV licence. Hirers should advise the Bookings Secretary if they plan to stream live TV programmes.

Use of the premises

18. The hirer (by its authorised representative, if appropriate) shall be present during the hire period and be responsible for all aspects of the hall including its safety from damage and care of its contents.
19. All events must be finished by 11.30pm and the premises must be vacated and locked up by midnight.
20. At the start of the hire period, a keyholder will provide a key or attend the hall to unlock. Unless the keyholder attends at the end of the hire period the hirer must lock up and return the key straight away. During the hire period, the hirer is responsible for the security of the premises.
21. At the end of the hire period, the hirer must leave the premises in a clean and tidy condition and must return any equipment used to its correct place of storage. Cleaning equipment and materials are provided for this purpose. Any liquid spill must be wiped up immediately so that it does not cause any damage.
22. At the end of the hire period, the hirer must remove all empty bottles and other glass from the premises. Recycling facilities are provided at The Cricketers. Other rubbish may be placed in the bins outside the hall, landfill in the black bin and recyclables (not glass) in the brown bin. If they are full the hirer must take rubbish away.
23. No storage facilities within the premises can be provided to the hirer except by special arrangement with the committee. Where the hirer is permitted to leave property on the premises, this will be entirely at the hirer's own risk.
24. The fabric and fittings, including electrical installations and heaters, and the other contents of the premises must not be interfered with in any way. The surface of the floor must not be treated or prepared in any way for dancing. Studded or stiletto heeled footwear may not be worn.
25. No furniture or equipment may be brought onto the premises without the prior permission of the committee. Any furniture or equipment brought onto the premises will be at the hirer's own risk and risk assessments provided where necessary. The committee accepts no liability. In particular
 - smoke machines are not permitted. They set off the fire alarm.
 - bouncy castles can damage the floor. If you want to use one you **must** discuss it with us in advance.

26. The hirer must not permit any animals to be brought onto the premises, except for guide dogs (or equivalent).
27. The hirer must ensure that the number of persons using the premises does not exceed the number for which application was made and permission given.
28. The hirer must ensure that no violent, unruly or inappropriate behaviour occurs during the hire of the premises and that the premises are vacated at the end of the hire period.
29. The hirer may not have access to any part of the premises other than those which have been hired.
30. The hirer must not permit alcohol to be brought onto or consumed or sold on the premises during the hire period unless prior permission has been given by the committee. The sale of alcohol is subject to compliance with the terms of the hall's licence. The committee must be satisfied with the nominated premises supervisor for the occasion.
31. The hirer must not permit gambling or gaming, other than bingo and raffles, unless prior permission has been given by the committee.
32. The hirer must familiarise himself with the fire precautions in force on the premises and with the means of escape in the event of a fire. Fire exits and other exits must be kept clear at all times. For fire safety reasons, the maximum number of people permitted in the hall is 100 seated theatre style or 200 standing
33. The hirer must not permit smoking or vaping in any part of the premises.
34. Naked flames such as candles are not permitted.
35. The hirer shall, on demand, afford access to any member of the committee or his or her agent and shall conform to any reasonable instructions given by any of them.

Compliance with regulations, etc.

36. The hirer must comply with all statutory requirements relating to the hire, including those relating to health and safety and public entertainment. The hirer must ensure that any licence or permission which is required for the proposed use of the premises is obtained. The committee hold a premises licence for the premises.
37. The Village Hall holds Performing Rights Society and PPL Licences which permit the use of copyright music in any form, e.g. DVD, CD, radio or by performers in person. If other licences are required in respect of any activity in the village hall the hirer should ensure that they hold the relevant licence or the village hall holds it.
38. Any hirer who provides activities for children (under 18) must state this fact on the booking form. The hirer must comply with The Protection of Children's Act 1999 by ensuring that only suitable persons are allowed to care for, work with and supervise children.
39. Hirers must ensure that children and adults are protected at all times by taking all reasonable steps and by having any necessary insurance in place. Hirers should abide by their own safeguarding policy if they have one or by the Longparish Village Hall Safeguarding Policy which is published on the village website at <http://www.longparish.org.uk/images/amenities/village-hall/Longparish-Village-Hall-Safeguarding-Policy.pdf> .

Insurance

40. The committee has a public liability insurance policy covering their legal liability to third parties during the hire of the premises. Details of this policy are available from the committee on request. The committee do not maintain insurance against any other risks during the hire period and the hirer must ensure that it takes out such insurance cover as is required.

These conditions will be made freely available for inspection. They will be published on the village website at www.longparish.org.uk and a paper copy provided on request.